

EAST COUNTY FIRE SUPPORT SERVICES DIVISION

BOARD OF REPRESENTATION

MEETING MINUTES

April 28, 2009

1 **CALL TO ORDER:**

2 Neil Doherty called the meeting to order at 19:00 hours.

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4 **ROLL CALL:**

5 Board Members present: Bill Snyder, Marc Mechling, Neil Doherty, Roy Waugh,
6 and Jim Kenny. Administrative Committee Members present: Chief Andrews.
7 District Chiefs present: Chief Silva. ECFSS Personnel present:
8 Administrative Secretary Jennifer Pardee and Shop Foreman Bill Hoffman.

9 **CONSENT AGENDA:**

10 **Approval of Minutes**

11 The motion was made by Commissioner Kenny and seconded by Commissioner
12 Mechling, to approve the February 24, 2009 minutes. On vote,

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14 Motion carried 3/0.

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16 The motion was made by Commissioner Snyder, and seconded by Commissioner
17 Kenny, to hold East County Fire Support Services meetings at 18:00 hours on
18 the even months of the year. On vote,

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20 Motion carried 3/0.

21 **INFORMATION AGENDA:**

22 **1. First Quarter Financial Report**

23 Assistant Chief Andrews briefly reviewed the First Quarter Financial Report
24 with the Board. At the end of March 2009 the ECFSS had a positive balance of
25 \$23,593.69.
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27 **2. Grounds Maintenance Contract**

28 Administrative Secretary Pardee explained that the ECFSS has a Grounds
29 Maintenance contract with Northwest Landscape Services; however, the contract expires
30 at the end of July 2009. The Board was informed of the process to move forward with
31 updating the bid specifications, contacting agencies for potential interest, and then
32 going out to bid for the new regional Grounds Maintenance contract.

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34 Snohomish County Fire District #7 representatives expressed concern with the price of
35 the Grounds Maintenance Contract. Administrative Secretary Pardee informed the Board
36 that state law requires all maintenance contracts to be bid at prevailing wage.
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38 **3. City of Lynnwood Interlocal**

39 Shop Foreman Hoffman informed the Board that the City of Lynnwood lost
40 personnel within their shop and requested an interlocal with the ECFSS.

41 The motion was made by Commissioner Snyder and seconded by Commissioner
42 Doherty, to sign an interlocal with the City of Lynnwood. On vote,

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44 Motion carried 3/0.

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46 Administrative Secretary Pardee briefly updated the board on the status of
47 customers using electronic reporting for work requests. Currently all
48 customers are using the new process except for Snohomish County Fire District
49 #1; however, training has been scheduled.
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51 **CALL ON BOARD MEMBERS/ATTENDANCE CHECK**

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1 The next Board Meeting is scheduled for June 23rd 2009. Commissioner Roy
2 Waugh stated that he will be unable to attend.

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4 There being no further business the meeting was adjourned at 19:35.
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Bob Meador
11 Chairman
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Jennifer Pardee
16 Recording Secretary
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